



CANNON BUILDING
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STATE OF DELAWARE
DEPARTMENT OF STATE

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DIVISION OF PROFESSIONAL REGULATION

PUBLIC MEETING MINUTES:	BOARD OF FUNERAL SERVICES
MEETING DATE AND TIME:	Tuesday, September 27, 2011, 10:00 a.m.
PLACE:	861 Silver Lake Boulevard, Dover, Delaware Conference Room B , second floor of the Cannon Building
MINUTES APPROVED:	October 25, 2011

MEMBERS PRESENT

Harry Fletcher, Professional Member, President
William Torbert, Professional Member
Danna Levy, Public Member (arrived at 10:10 am)
M.C. Byrd, Public Member

MEMBERS ABSENT

Marceline Knox, Public Member, Secretary
Chad Chandler, Professional Member
Robert O. Wright, Professional Member

DIVISION STAFF/DEPUTY ATTORNEY GENERAL

Patricia Davis-Oliva, Deputy Attorney General
Michele Howard, Administrative Specialist II

OTHERS PRESENT

None

CALL TO ORDER

Mr. Fletcher called the meeting to order at 10:10 a.m.

REVIEW OF MINUTES

The Board reviewed the minutes of the July 27, 2011 meeting. Ms. Levy made a motion, seconded by Ms. Byrd, to approve the July 27, 2011 minutes as written. The motion passed unanimously.

UNFINISHED BUSINESS

Strategic Planning – Develop a New Strategic Plan

The Board tabled the development of a Strategic Plan until its next meeting.

RULES AND REGULATIONS

Advertising – Update from Ms. Davis-Oliva

Ms. Davis-Oliva advised that the Board has already approved draft language to be added to its Rules and Regulations regarding advertising, and that once all other amendments to the Rules were finalized by the Board, a public hearing would be scheduled.

Licensure by Reciprocity – Update from Ms. Davis-Oliva

Ms. Davis-Oliva distributed a written comparison of the licensure laws of Delaware, Maryland and Pennsylvania, and advised that changing the Board's licensing law would require a legislative change. The Board will review the comparison provided by Ms. Davis-Oliva for discussion at its next meeting.

Funeral Establishment Inspections – Update from Ms. Davis-Oliva

Ms. Davis-Oliva advised that the Board does not currently have the statutory authority to perform inspections of funeral establishments. Ms. Davis-Oliva distributed copies of the inspection requirements for Maryland and an outline to guide the discussion of what areas the Board would inspect if/when statutory authority for inspections is approved. The Board will review both documents for discussion at its next meeting.

Next Legislative Subcommittee Meeting

The next meeting of the Board's Legislative Subcommittee will be Tuesday, November 1, 2011 at 10:00 a.m. in Conference Room B located on the second floor of the Cannon Building at 861 Silver Lake Boulevard, Dover, Delaware.

NEW BUSINESS

RATIFICATION OF LICENSURE

None

REVIEW OF RESIDENT INTERN REPORTS

Crystal Johnson – 2nd Quarter Progress Report

Crystal Johnson – 11 Embalming Reports

Mr. Fletcher and Mr. Torbert reviewed the 2nd quarterly progress report and 11 embalming reports of Crystal Johnson. Mr. Torbert made a motion, seconded by Ms. Levy, to accept the reports. The motion passed unanimously.

REVIEW OF APPLICATIONS FOR LICENSURE

None

REVIEW OF APPLICATIONS FOR CONTINUING EDUCATION APPROVAL

Oklahoma University – Forensic Art Workshop

Basic Facial Reconstruction Sculpture, 3/19/12 – 3/23/12, Requesting 4.0 CE

Advanced Facial Reconstruction Sculpture, 3/26/12 – 3/30/12, Requesting 4.0 CE

Mr. Fletcher and Mr. Torbert reviewed the continuing education approval request of Oklahoma University and summarized the request for the other Board members. The two courses presented for CE approval total 54 classroom hours, but the CE request was for only 4 CE hours. The Board unanimously agreed that the courses warrant more than 4 CE hours. Ms. Howard will contact Oklahoma University to clarify the number of CE hours requested. Mr. Torbert made a motion, seconded by Ms. Levy, to table the CE approval until we receive clarification of the number of CE hours requested. Mr. Torbert recommended that each of the two 27-hour courses be resubmitted separately for the Board's review. The motion passed unanimously.

Delaware Hospice's Family Support Center

Peace At Last, 10/28/11, Requesting 6.0 CE

Mr. Fletcher and Mr. Torbert reviewed the continuing education approval request of Delaware Hospice's Family Support Center. Ms. Byrd made a motion, seconded by Ms. Levy, to approve *Peace At Last* for 6.0 CE hours. The motion passed unanimously.

Review of Correspondence from Licensees

Michael Platt

Ms. Davis-Oliva read aloud a letter to the Board from Michael Platt. Ms. Davis-Oliva recommended that the letter be added to the minutes, and the Board unanimously agreed. Mr. Platt's letter read as follows:

August 8, 2011

To the Board of Funeral Services:

After reviewing the minutes from the Wednesday, May 25, 2011 meeting, I noticed a false statement made by Mr. Wright. He stated he was concerned that I completed my internship at one facility but was employed by another. This statement is totally inaccurate. When I applied for my internship I listed Krienen-Griffith and Bill Krienen as my sponsor as my paperwork reflects. I served my entire internship under Bill Krienen. I have worked full-time for Krienen's for over the past four and a half years. I am not sure why Mr. Wright presumes to know of my employment history.

I would appreciate Mr. Wright to explain his statement regarding the question of my employment/internship which was incorrect. I request these inaccuracies to be corrected in the minutes.

*I would also like to thank the board members who supported my endeavors in becoming a licensed funeral director in the State of Delaware. If you have any questions or concerns, please feel free to contact me at Krienen-Griffith Funeral Home at ***.*

Ms. Davis-Oliva read aloud the section of the minutes from the May 2011 meeting that reflect the discussion regarding Mr. Platt's internship. The Board will send a letter to Mr. Platt advising that the Board reviewed his letter, included it in the September meeting minutes, and forwarded both to Mr. Wright since he was not in attendance at the meeting. Ms. Howard will draft a letter to Mr. Platt from the Board to be reviewed and approved by the Board President prior to mailing.

COMPLAINT STATUS

Mr. Fletcher reported that Complaints 27-02-10 and 27-03-10 were closed by the Investigative Unit. Complaint 27-04-11 was assigned to Mr. Chandler. Complaints 27-05-11 and 27-06-11 were assigned to Mr. Fletcher.

ELECTION OF OFFICERS

President

Secretary

Ms. Howard stated that she had spoken with Mr. Chandler prior to the meeting, and although he was not in attendance, he would accept a nomination as President if any of his fellow Board members chose to so nominate him. Mr. Fletcher called for nominations for Board President. Mr. Torbert nominated Mr. Chandler. Ms. Byrd seconded the nomination. There were no other nominations for President. Ms. Byrd asked Mr. Fletcher if he would accept a nomination as Board Secretary, and Mr. Fletcher agreed. Ms. Byrd nominated Mr. Fletcher for Board Secretary. Ms. Levy seconded the nomination. There were no other nominations for Secretary.

By acclamation, the new Board President is professional member Chad Chandler and the new Board Secretary is professional member Harry Fletcher.

OTHER BUSINESS BEFORE THE BOARD (for discussion only)

Memo From Director Collins Regarding the 146th General Assembly, 2nd Legislative Session

Ms. Davis-Oliva summarized a memo to the Board from Division Director James Collins. Ms. Davis-Oliva advised that if the Board wishes to present a legislative package for the upcoming 2nd Session of the 146th General Assembly, then the proposal should be presented to Director Collins by November 16, 2011.

2012 Meeting Schedule

Ms. Howard distributed the 2012 Meeting Schedule to all Board Members.

PUBLIC COMMENT

None

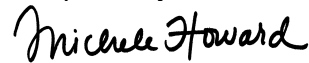
NEXT MEETING

The next Board meeting will be held on Tuesday, October 25, 2011, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

ADJOURNMENT

There being no further business, Ms. Byrd made a motion, seconded by Ms. Levy, to adjourn the meeting at 10:32 a.m. The motion was unanimously carried.

Respectfully submitted,



Michele Howard
Administrative Specialist II